

Meeting of the  
WORKFORCE DEVELOPMENT COUNCIL  
Thursday, August 28, 2008, 9:00 a.m.  
Princess Ruth Keelikolani Building, Rooms 310-314  
830 Punchbowl Street, Honolulu, Hawaii

**Members Present**

Darwin Ching, Jonathan Chun, Allen Chung, Jill Cooper, Will Espero, Michael Gleason, Signe Godfrey, Erwin Hudelist, JoAnn Inamasu, Carla Kurokawa, Steven Lee, Deborah Morikawa, Henry Oliva, Michael Rota, Irving Soto, James Tollefson, Robert Tom

**Other Attendees**

Susan Akiyama (Hawaii County OHCD), Francisco Corpuz (R&S), Joshua Feliciano (Maui County OED), James Hardway (DO), Karla Jones (CTE), Carol Kanayama (WDD), Marilyn Matsunaga (OWIB), Jan Miyamoto (Kauai County OED), Cynthia Nakamura (WDD), Lei Nakamura (WorkHawaii), Kathleen Nielsen (Hawaii County OHCD), Anna Powell (WDC), Jennifer Shishido (DO), Robert Shore (DBEDT), Dirk Soma (HACTE), Alfred Valles (USBAT), Carolyn Weygan-Hildebrand (WDC), Howard Wiig (DBEDT), Audrey Yasutake (WDC), Elaine Young (WDD)

**Call to Order**

Acting Chair Erwin Hudelist called the meeting to order at 9:20 a.m.

**Public Input on Agenda Items**

There was no public input.

**Introduction of New Members**

Acting Chair Hudelist introduced and welcomed new Council member Allen Chung. Mr. Chung mentioned that he is a Human Resources Consultant for eight years and previously worked in human resources on the corporate side for 25 years. Deborah Morikawa introduced Marilyn Matsunaga, Oahu WIB's new Executive Director, and Lei Nakamura, who was promoted to Assistant Administrator of WorkHawaii. JoAnn Inamasu introduced Joshua Feliciano, Maui County's new Executive Director for the Workforce Investment Board. Michael Gleason introduced Kathleen Nielsen, Hawaii County's new Housing and Community Development Specialist and Susan Akiyama's replacement.

**Questions/Comments on WIB and WDD Reports**

Signe Godfrey commented that the WIBs' performance measures of actual vs. goals are in percentages; she prefers numbers which give a better perspective of what is being done. Ms. Inamasu said the percentages are based on the negotiated goals and how the WIBs are measured. Numbers are available and can be included in the report, but they may not be indicative of the current situation. Some cohorts in the performance measures are not measured within the given year because they are asked to measure retention of people who have already exited the program in a prior year.

Darwin Ching remarked that the WIB reports contain many good programs and seeking best practices elsewhere may not be necessary. He commended the Big Island and its Huiiana program where high school students are mentored into businesses. The program is outstanding and should be publicized. Perhaps a presentation can be made at the next WDC meeting.

#### **Approval of the May 8, 2008 Minutes**

A motion was made and seconded and the minutes were approved.

#### **Motion to Go into Executive Session Pursuant to Section 92-5(a)(2), Hawaii Revised Statutes, to Consider Findings and Recommendations of the Search Committee to Appoint a New Executive Director**

James Hardway, the Search Committee's recommendation for the Executive Director's position, waived his right to an Executive Session based on the Office of Information Practices' opinion.

#### **Report of the Search Committee to Appoint a New Executive Director**

Ms. Godfrey, Chair of the Search Committee, reported that she, Deborah Morikawa, Jill Cooper, JoAnn Inamasu, Robert Shore, Jonathan Chun, and James Tollefson interviewed two candidates for the Executive Director's position and selected James Hardway, subject to WDC approval. Mr. Ching mentioned that his annual salary will be \$81,694.08, based on the previous Executive Director's salary.

A motion was made and seconded to appoint James Hardway as the new Executive Director at an annual salary of \$81,694.08. Motion carried.

#### **Incumbent Worker Training/Construction Readiness Certification**

Mr. Ching stated that the incumbent worker initiative will promote retention, provide supervisory training, and develop career pathways to advance incumbent workers. The construction readiness certification will offer mini courses to educate local contractors on the bidding process and the certifications needed to compete for the millions of dollars in contracts being awarded in the industry. Mainland contractors tend to bring in their own crews and supplies and do not utilize local contractors. Jennifer Shishido said Pathway to Success is a basic training program geared to supervisors and human resources people on workplace health and safety. They will learn that safe production is the key to good business. Mr. Ching added that workers' compensation costs have declined, partly due to the emphasis on safety programs and that "safety pays."

Ms. Shishido gave a powerpoint presentation on the incumbent worker initiative. Technology, global economics, and demographics are impacting the way we do business and the way we live our lives. State government is experiencing these challenges, and DLIR is no exception. Nearly 40% of DLIR's non-managerial employees and 74% of its managers are eligible to retire by June 30, 2012. To address this issue, DLIR, in cooperation with DHRD, is developing an incumbent worker initiative in two major complementary tracks—career lattice and supervisory training. Career lattice expands the advancement opportunities of employees through counseling, career path, mentoring, gap training, and internship. Supervisory training provides support to supervisors/managers through orientation, core training, handbook, and mentoring. DLIR's goal is to be the best place to work in the state and to attract the best and brightest talent. Mr. Ching added that Dr. Lois Greenwood of Maui Community College is the consultant. Meetings are

ongoing and interested Council members are welcome to join the discussion. The next meeting is on October 13 at 1:30 p.m.

### **Green Jobs Initiative**

Steven Lee gave a brief background and introduced Howard Wiig, Energy Analyst in DBEDT's Strategic Industries Division. Mr. Wiig said we can completely transform the economy by emphasizing jobs that decrease the use of oil or build renewable resources instead of importing as much oil as we do today. Blue Green Alliance, Green Jobs for America, and Apollo Alliances are organizations that aim to create millions of green collar jobs, e.g., building commissioning, water reclamation, window retrofitting, etc. A Japanese company that converts plastic to high grade diesel fuel and a mainland company that converts garbage to energy are eager to do business in Hawaii. Acting Chair Hudelist wanted to know why Hawaii is so resistant to renewable energy. Mr. Wiig said it is not in our mentality; we must undergo a whole cultural shift from blue collar to green collar. James Tollefson said we also have a very regulatory environment that needs to be changed. Castle & Cooke wanted to create clean energy (solar and wind) for Lanai and Oahu but must undergo 36 different regulatory steps that may take years. Mr. Ching said the Governor has appointed a new energy administrator in DBEDT, and she intends to review and consolidate the permits required by departments. Mr. Wiig added that she wants profound reform in the entire utility regulation process. Jonathan Chun asked if DBEDT has identified potential green collar jobs that will be in high demand for training in the next few years. Mr. Wiig said his choices are retrofitting and lighting of existing buildings and solar. Mr. Lee said the Building Industry Association has programs in place to train green workers. Robert Shore will be measuring future emerging industries, defining occupations, and identifying green industries. Michael Rota felt the need to be careful in approaching workforce development issues and involving technology. There will be an evolutionary change in the incumbent workforce because it is incumbent worker retraining rather than training new workers and adopting technology and existing applications rather than a new industry replacing an old industry.

### **Hawaii County Workforce Investment Board Reed Act Plan for Program Year 2008-2010**

Kathleen Nielsen said collaboration is an integral part of Hawaii County's Reed Act Plan. The networks help to assist and leverage resources for workforce development employment and training programs. The objective is to fill gaps because not everyone is able to utilize the system. Operation Mainstream II serves underutilized populations through STEM, English-as-a-Second Language, Aloha Shelters (homeless), Youth Supported Employment, Adjudicated Youth, and Going Home (ex-offender internship) Projects. Employer Outreach II serves the needs of the business community through Economic and Workforce Development Connections and Business Service Center Partnership Initiatives. System Building supports transition, expansion, and strengthening of youth and ex-offender programs through Replication and Expansion Programs for Youth and Ex-offenders, Capacity Building/Workshops, and Islandwide Transportation for Youth. The Going Home and Huiana (student internship) Programs will be transitioned to a nonprofit as the first step to self-sustainability. Documenting what has been done and sharing the information will sustain it. Acting Chair Hudelist asked and Ms. Nielsen said they have many areas of linkage with the business community, e.g., the WIB and its outreach subcommittee, a workforce development group whose members belong to multiple groups, knowing each other and networking, and utilizing technology. *Surviving the Tough Times* is a workshop they recently coordinated to meet the concerns of the business community. Mr. Gleason added that business partnerships are also developed by having key business leaders on the WIB and having them buy-in to the programs, thereby helping to convince the business community to get involved. Mr. Hardway asked about the free clearinghouse in the Economic and Workforce Development

Connections' desired outcomes. Ms. Nielsen said the Business Resource Center is already established, but they want to incorporate economic development information.

Ms. Godfrey asked and Susan Akiyama said the Going Home Program served 77 ex-offenders but would have to research how many were actually placed in employment. Will Espero, Chair of the Senate Public Safety Committee, reported that he convened a meeting yesterday of 40 individuals/organizations who are involved with offenders and ex-offenders. They noted that the Big Island, Maui, and Kauai have strong working coalitions and Oahu has little collaboration. He wants to use the neighbor island models for Oahu and tie it in with the state's re-entry program to provide more jobs and opportunities for offenders and ex-offenders. The next meeting is on September 18, 1:00 p.m., Room 229, State Capitol. Ms. Morikawa said a proposal was submitted to the Department of Public Safety (DPS) to have One-Stop staff enter the prison system three months prior to an inmate's release, targeting those who are maxing out their sentences and are not violent. The intent is to provide core services and set up linkages so ex-offenders have the support system after they are released. Ms. Godfrey suggested talking about the program and the issues surrounding the hiring of ex-offenders at the SHRM conference so everyone can work together and feel more comfortable. Mr. Espero mentioned that some businesses are unaware of the law that prohibits the firing of a person who is found to be an ex-offender if the offense is not related to the job. Elaine Young said DLIR has an initiative that proposes WDC to put the County of Hawaii's Going Home Program on a future meeting agenda, and DPS to institute the program statewide. A presentation can be made to interested parties.

### **Strategic Plan Overview**

Mr. Hardway gave a powerpoint presentation on the strategic plan. WDC's primary duties as the State Workforce Investment Board are the Statewide Plan (Chapter 202, HRS) and the Workforce Investment Act (WIA 1998, Section 111). The statewide plan will establish goals and direction for WDC and staff and the WIA strategic plan. It will identify the role, vision, and mission. It will focus on the general population, driver industries, and emerging industries. It will describe the external factors, internal factors, and major planning assumptions. It will assess WDC accomplishments, LWIB accomplishments, issues, and best practices from the local areas and other states. Its goals and priorities will encompass five years, 2009-2015, with emphasis on desired number of skilled workers, five and 10-year labor demand projections, time frame for training and development, high-demand areas of growth, placements, and benchmarks/metrics of measurable outcomes in the three focus areas. It will recommend an implementation plan with action steps, resources needed, and responsible agencies in the three focus areas; methods to facilitate access to workforce development resources; private sector education on available resources; and DOE recommendations. It will develop metrics, timelines, and recommendations for evaluating current state programs. Mr. Ching commented that nonfunctioning programs may be eliminated. Mr. Espero asked if the programs will be affected by the Governor's request for budget reductions across the board. Mr. Hardway said it will not because we are just in the planning process but want to use this format for the plan. The Governor will have "low hanging" recommendations the first year, and recommendations for creating on-the-job training, etc., the second or third year. We need to determine the areas of focus and the direction we want to go to design the metrics for grading the other programs.

### **Action on Motion 1**

Acting Chair Hudelist wanted the Council members to be apprised of the Planning Committee members before acting on the reauthorization of the committee to develop the Hawaii Strategic Plan for 2009-2015. The members are Chair Michael Rota, Signe Godfrey, Steven Lee, Deborah

Morikawa, Jill Cooper, Lester Muraoka, Darwin Ching, and Jonathan Chun. Mr. Ching suggested that the LWIBs get involved in the committee because programs may be eliminated. Acting Chair Hudelist recommended the agenda be sent to the LWIBs for their input. Mr. Rota said any work of the committee needs WDC approval.

A motion was made and seconded to approve the reauthorization of the Planning Committee to develop the Hawaii Strategic Plan for 2009-2015 with input from the LWIBs. Motion carried.

### **Action on Motion 2**

Mr. Hardway said the motion relates to the creation of an Ad Hoc WIA Performance Report Committee. WDC is mandated to submit a WIA Performance Report to USDOL by October 1. The committee needs to review and approve the report on behalf of WDC. The report will be compiled in late September when the data is likely to be available. Ms. Young was concerned about the committee's purpose because it appears to be ineffective if it will be looking at the final report when changes cannot be made. A more meaningful committee is one that learns how the performance reports are prepared and helps in negotiating the goals and outcomes. Ms. Inamasu agreed. However, if the committee is planning for the upcoming program year, it could look at the quarterly performance reports and work with WDD to offer technical assistance to the local areas to boost their performance measures. Mr. Hardway said even if the committee has not been involved in the performance measures, the report cannot be sent to USDOL without WDC's approval. Mr. Chun agreed that WDC needs to act on this because it will not be meeting before the report is due.

A motion was made and seconded to approve the creation of an Ad Hoc WIA Performance Report Committee to act on behalf of the WDC to review and approve the Statewide WIA Annual Report on Performance Measures. Motion carried. Darwin Ching opposed.

Mr. Ching wanted to know when the committee will be formed. Ms. Inamasu said it depends on when the data is received. Ms. Young hopes to provide the data to the LWIBs by September 5. Acting Chair Hudelist asked for volunteers on the committee. Signe Godfrey, Jonathan Chun, Allen Chung, and Steven Lee volunteered. Mr. Chung volunteered as chair. Elaine Young and Carol Kanayama will be available to provide expertise.

### **Action on Motion 3**

A motion was made and seconded to approve the Hawaii County Reed Act Plan for PY 2008-10. Motion carried.

### **Announcements**

Ms. Morikawa announced that a presentation on *Talent*, a soft skills work readiness credentialing program, will be held on October 24 at Honolulu Community College. The City and County of Honolulu and UH Community Colleges are partnering in this effort.

Irving Soto announced that a certificate presentation ceremony was held on Kauai on August 25 to celebrate the establishment of the USDOL-approved Workforce Integration Apprenticeship Program. It is a collaboration of DLIR, Kauai Community College, and Kauai WorkWise One-Stop Center. The recipient is Garden Island Collision Repair Center. Students in the collision repair course are automatically certified as apprentices upon completion of the course.

Ms. Godfrey announced that the SHRM Conference will be held on October 3 at the Sheraton Waikiki Hotel.

Mr. Ching mentioned that DLIR has a website that should be utilized for announcements. He would like *Access Point* as an agenda item at the next WDC meeting. He wanted Mr. Hardway's start date as full-time Executive Director. Mr. Hardway said he will start on September 9 and would like Council members to provide agenda items for the WDC meetings to ensure the agenda is built around their needs.

### **Adjournment**

The meeting was adjourned at 11:25 a.m.